

Employee Reassignment FAQs

1. Can you tell me what I'm qualified for before I submit my application?

To ensure we treat all employee reassignment applicants equally, DOHR cannot give prequalification advice to anyone prior to the submission of their application. Please contact your human resources officer for assistance.

2. Where do I find the minimum qualifications for a job class?

The minimum qualifications for all career service job classes can be found on DOHR's website at <http://agency.governmentjobs.com/tennessee/default.cfm?action=agencyspecs>.

3. How many applications can I submit for employee reassignment?

Only one application will be accepted per employee reassignment applicant. You are strongly encouraged to apply for the maximum number of job classes (5). If you elect to apply for fewer than five job classifications, you **will not** be allowed to apply through employee reassignment for additional job classes after you submit your initial application.

4. Do I have to apply for my current job class on my employee reassignment application?

No. You will automatically be put on the employee reassignment list for your current job class. You can choose up to five additional job classes.

5. Can I submit another application for employee reassignment with additional job classes to replace those jobs for which I did not meet the minimum qualifications?

Only one employee reassignment application will be accepted. However, you may apply to compete through the normal application process. Please talk to your human resources officer for additional information.

6. Should I submit my employee reassignment application to my department's human resources office?

Employees are solely responsible for submitting their employee reassignment application to DOHR's employee reassignment office. You may submit your employee reassignment application directly to DOHR's employee reassignment office via any one of the following:

- *Fax:*
615-532-0728
- *Email:*
DOHR.ReassignmentOffice@tn.gov

- *US Mail or Hand-Delivery to:*
DOHR--Employee reassignment Office
505 Deaderick St., 1st Floor
Nashville, TN 37243

7. When should I apply for employee reassignment?

You are encouraged to apply as soon as possible after receiving your RIF notification.

8. What is the maximum number of days I am eligible for employee reassignment?

Applicants are eligible for employee reassignment for up to 90 days after the effective date of your RIF notification. Please be reminded that employee reassignment eligibility is a maximum of 90 days and if you delay application, you will shorten your time of eligibility. For example, if you apply and DOHR processes your application on the 86th day, you will only remain active on the employee reassignment list for 4 days.

9. How do I find out which jobs are available through employee reassignment?

A list of vacant positions is available at <http://tn.gov/dohr/employment/reassignment.html>.

10. I have questions regarding reduction in force (RIF) and/or the employee reassignment process, who do I contact?

Please contact your department's human resources office.